

Broadband Steering Group

Minutes of the Meeting held on the 27th November 2013 @ 7:30 p.m. Fernaig House

Present: Phil Game, Mary MacBeth, Neil MacRae

1 Apologies:

Joe Grimson, Geoff Harrington, Hamish Howat Hurst

2 Previous minutes

Proposed by Mary, seconded by Neil

Copies of previous minutes are on our website at:-

<http://www.stromeferry-and-achmore.co.uk/index.asp?pageid=433827>

Email Broadband@fernaig.fsnet.co.uk if you would like to be put on the circulation list or you have any questions.

3 Chairman's report

3.1 CBS grant

We emailed Sandra to get clarification on the issues regarding the grant acceptance contract and have written a covering letter detailing the alterations to the grant acceptance. This has been accepted by CBS and now forms the legal agreements between CMNet & CBS. We will keep Sandra updated on progress and our revised implementation plan.

Action: Phil

3.2 Subscribers

The total number of subscribers is 46, no change this month.

3.3 Terms of Reference

Deferred

4 Secretary's report

4.1 Bank account

The bank account has now been set up, details will be forwarded to CBS to allow them to transfer grant payments.

Action: Mary

4.2 Public liability insurance

We are waiting for the NFU to respond with a quote and will chase them.

Action: Mary

4.3 Equipment insurance

Due to the broadband problems (BT not CMNet) a letter has been sent to the NFU with details of the equipment to be insured. We are waiting for them to respond with a quote and will chase them.

Action: Mary

4.4 Accountant verification of claims

CBS have confirmed this will not be needed; our covering letter clarifies this in the grant contract with CBS.

Closed

4.5 Terms of Reference

Deferred

4.6 Risk register

We will extract details from the business plan.

Action: Mary

5 Treasurer's Report

Hamish was unable to attend the meeting but had circulated a series of comprehensive spreadsheets covering all aspects of the financial management of CMNet; all agreed these would capture all the figures required. However there will need to be some fine tuning, e.g. the depreciation of some assets.

We have started work on the chart of accounts so we can monitor the monthly financial position. We will continue this process via email in advance of our next meeting so that full reporting is in place as soon as we start to draw down on our grant.

6 Internal auditor's report

This was deferred as Geoff was unable to attend.

7 Customer Relations

7.1 Volume trial

No progress this month, Phil to copy Joe in all correspondence so Joe can complete the Domestic Contracts.

Action: Phil, Joe

7.2 Terms of Reference

Deferred

8 General topics

8.1 Documentation

Now we are able to use email again we will circulate all correspondence to and from solicitors so all directors have the latest version of documents. The estimated cost of employing solicitors is £1,500, the CC have agreed to loan CMNet this amount should it need to be paid before CBS approve the Mast lease and authorise our first grant payment. The solicitors have asked for full details about CMNet, articles of association, directors names etc., which we will forward.

Action: Mary, Neil

8.1.1 Domestic contract

This is with the solicitors; we will ask them to confirm in writing that this document is fit for purpose.

Action: Neil

8.1.2 Mast leases

This is with the solicitors; we have asked their advice as to whether we should opt for a permanent wayleave or a lease for a number of years. It would appear a fixed term lease for just less than 20 years is the best solution. We need to check the consequences should property change hands within the period of the lease.

Action: Neil

8.1.3 Hosting Agreements

This is with the solicitors but we expect that the Building Services Inspector will have a suitable document.

Action: Neil

8.1.4 Bond contract

This is with the solicitors

Action: Neil

8.2 Relays

8.2.1 Plockton

Our thanks to Duncan Ferguson for giving us the contact at the Building Services Section, Phil has forwarded details of the equipment to be housed at the school. We will organise a meeting at the school.

Action: Phil

8.2.2 Lochcarron

Neil has spoken to our preferred “host” who is receptive to our plans; we will arrange a visit on a clear day to check the line of sight.

Action: Neil & Phil

8.3 Testing

8.3.1 Outstanding issues

8.3.2 Management & accounting capabilities

8.3.3 Test to Joe’s at Braeintra

8.3.4 Test to the Glen

8.3.5 Check all parameters

8.3.6 More testing with routers

No progress this month.

Action: Phil

8.4 Restoring power to the old TV repeater

8.4.1 Hydro power supply

This is in abeyance, pending submission of mast lease to CBS.

Action: Phil, Neil, Hamish

8.4.1.1 Removal of old cable

This is deferred until we have the alternate power supply in place.

Action: All

8.4.1.2 Protection of cable on the hill

We will provide Fay with a plan showing the exact location of all our equipment and cable runs. Phil is to give Fay an update on the mast lease contract.

Action: Phil

8.5 Volume trial

We will resume work on the volume trial.

Action: Phil, Hamish

8.6 ISPs

No progress.

Action: Phil

8.7 Implementation Plan

As our original timescales have now changed whilst waiting for CBS and will be further delayed whilst we get the mast lease signed the implementation plan will need a complete review.

Action: All

9 AOB

Mary has had a phone call from BBC Alba who would like to produce a report on our broadband project.

Action: Phil

10 Items to add to the agenda of the next meeting

None

11 Next meeting

The next meeting will be a week later than usual on Wednesday, 8th January at 7:30 Fernaig House.

The meeting closed at 9:00pm